



PATERSON PUBLIC SCHOOLS



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Donnie W. Evans, Ed. D
State District Superintendent

Eileen F. Shafer
Deputy Superintendent

Protocol for District Administrators entering our school buildings:

- Sign-in at security and present employee ID
- Proceed to the main office and notify the Principal that you are in the building and the reason you are there.
- If the Principal is not available ask the secretary if they can contact the Principal by radio to inform him/her of your presence in the building and your reason.
- With Principal approval conduct your business.
- Please do not go beyond the scope of your visit as stated to the Principal.
- If the Principal is available at the conclusion of your visit please meet and discuss your visit findings, etc. since Principals will be in classrooms conducting observations, walk throughs and evaluations. You may want to send an email to the Principal in advance of your upcoming visit.
- Principals are the leaders of their building.